



# Example of Pharmacy Supervisor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of pharmacy supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for pharmacy supervisor

- Provide 24/7 on-call support on a rotating basis with other Specialty Pharmacy team members to address urgent issues that arise outside of normal business hours
- Assist to develop, manage and integrate clinical services related to assigned area
- Assist to develop, coordinate and integrate drug preparation and distribution services for assigned areas
- Operate the departments within the budgetary parameters and financial objectives
- Maintain appropriate inventory levels of and ensure use of preferred products per formulary
- Develop and lead performance improvement, recommend process changes
- Providing all duties of personnel when needed
- Perform all duties as required by department
- Hiring, orientation, performance appraisals, promotions, disciplinary actions, scheduling, and maintenance of payroll records and time reporting for pharmacy technicians
- Conducting meetings to assure staff are appropriately briefed on departmental and health system updates and communications

## Qualifications for pharmacy supervisor

- Location/Facility – Waco, TX / BSWH Outpatient Pharmacy Hillcrest
- Three (3) years understanding of operations outside pharmacy
- Experience with Cerner PharmNet
- 1 to 3 years of supervisory experience or five years of technical experience in a healthcare environment may be substituted for the formal education requirement
- Demonstrated ability to be successful in healthcare information services operations and support